

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, March 8th, 2018 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

1. CHAIRMAN WATKINS called the meeting to order at 7:00 p.m.
2. Roll Call: MATT WATKINS (Chairman), BOB KOCH (Vice-Chairman), RICHARD BLOOM, LISA STADE, BILL McKAY and NORMA NELSON (Non-Voting Union Representative)

BOB THOMPSON, STEVE BECKEN, RICK MILLER and SHON SMALL excused

Staff:

Gloria Boyce, Pat Roach- Legal Counsel, Jerry Otto, Tony Kalmbach, Kevin Hebdon, Wendi Warner, Ali Madison, Ken Hamm, Tom Turner, Rob Orvis, Amanda Para

3. Pledge of Allegiance

CHAIRMAN WATKINS invited BILL McKAY to lead all in attendance in the Pledge of Allegiance.

4. Citizen's Public Comment/Introduction of Visitors

CHAIRMAN WATKINS invited introductions of guests or public comment on any item not on the agenda.

CHAIRMAN WATKINS recognized a member of the audience, Mrs. Joan Young, and invited her to the podium to address the Board of Directors.

Mrs. Joan Young and her husband, Jeff Young, of Rancho Reata, Kennewick stated several concerns with the Public Transit Benefit Area. A few months ago, they were contacted with the possibility that residents in the Rancho Reata area may not be served by Dial-A-Ride services. They contacted Dial-A-Ride, and Benton County. They addressed how important Dial-A-Ride is to them. They live ½ mile from the PTBA boundary.

The Young's stated that they have a 39-year-old son who is Down's Syndrome, and relies on transit services to get to and from work, social events, and to ARC programs. Ms. Young wrote a letter to Ben Franklin Transit, and staff listened to the concerns and has ensured services continue. She continued that the service changes can affect families in large way, and create a sense of uncertainty. She stated that it is important for the Public to have the opportunity to comment on major changes. Ms. Young thanked BFT for their services.

CHAIRMAN WATKINS thanked Ms. Young for her statements and stated that her residence is right on the boundary of a taxed public transportation benefit area. He then deferred to General Manager, Gloria Boyce, for her comments.

Gloria Boyce, General Manager stated that in the service chance, this area was identified as a n area that is being served outside the PTBA, and Staff are considering state statutes on how to proceed, in the meantime, those who have been served historically, have been grandfathered in.

A brief discussion was held.

CHAIRMAN WATKINS opened for comments or questions to which there were none.

5. Approval of Agenda

CHAIRMAN WATKINS called for a motion to approve the agenda as presented.

ACTION: BOB KOCH made and RICHARD BLOOM seconded a motion to approve the amended agenda. MOTION CARRIED UNANIMOUSLY.

6. Recognitions: “We’re Going Places” Art Poster Contest Winners

Ali Madison, Director of Marketing & Communications, provided the Board with an update on the 2017 Art Poster Contest. Twelve (12) Schools from the Tri-Cities, Prosser, and Benton City participated in the 2017 Art Poster Contest. Students from these schools were given a theme, “We’re Going Places,” and told to create a poster. Staff received 450 posters entries, including 169 from Kennewick, 136 from Richland, 13 from Pasco, 31 from Benton City, and 100 from Prosser.

The 450 entries were narrowed down until the “Top 55” were decided. “Top 55” posters were examined and voted on by members of the Tri-City Arts community. A special thanks to the participating judges:

Molly Henningsen, Administrator at the Gallery at the Park;
Jeff Kissel, Richland Art Commission;
Doug Gast, Kennewick Art Commission;
Candice Bluechel, Kennewick Art Commission; and
Chris Beck, Designer at Artmil in Kennewick.

These local judges narrowed the “Top 55” down to the “Final 16,” which will be featured on our next BFT Calendar and were those which the Board voted on March 8th to determine the 2017 Grand Prize Winners.

a. 2017 BFT Art Poster Contest Grand Prize Winners:

3rd Place – Brittney Cox – Kamiakin High School – *\$100 Gift Card for Art Supplies*

Teacher: Anna Haines – *\$250 Gift Card for Art Supplies*

2nd Place – Alexandra Flores – Kiona-Benton High School – *\$100 Gift Card for Art Supplies*

Teacher: Donna Baumgartner – *\$250 Gift Card for Art Supplies*

1st Place – Malia Wintrode – Southridge High School – *\$100 Gift Card for Art Supplies and bike*

Teacher: Corrine Lechelt – *\$500 Gift Card for Art Supplies*

Ms. Madison continued, stating that this evening, all three grand prize winners will be presented with their artwork framed for them to take home, their prizes, a photo with the Board, and in April. Their art will be used on a Bus wrap which will travel all over the Tri-Cities over the next year.

CHAIRMAN WATKINS asked 1st Place winner, Malia Wintrode what her inspiration for her art was. She stated that recently she had seen a map for the region and wanted to highlight the Tri-Cities and its landmarks.

Ms. Madison stated that in addition to the three Grand Prize winners, new to this year, BFT is partnering with Mid-Columbia and Richland Libraries to feature art contest entries at their local library. Installations are as follows:

Kennewick Library (off Union):

April 2nd – 8th:

Kamiakin High - Mid-Columbia Partnership

Calvary Christian -Saint Joseph

April 9th – 15th:

Southridge High

Richland Library:

April 2nd – 15th:

Chief Joseph

West Richland:

April 2nd – 15th:

Leona Libby Middle School

Benton City:

April 2nd – 15th:

Kiona-Benton City High School

Kiona-Benton City Middle School

Pasco Library

April 9th – 15th

Pasco High

Prosser Library:

April 23rd – May 4th

Prosser High

b. Calendar Feature Winners were also named and recognized:

Alexandra Flores, Kiona-Benton City HS	Louis Barrett, Kamiakin HS
Alvaro Pupo, Southridge HS	Madelyn Aguirre, Southridge HS
Ashlyn Lockard, Kamiakin HS	Malia Wintrode, Southridge HS
Brittney Cox, Kamiakin HS	Mark Tabancuta, Chief Joseph MS
Buffy Bultan, Kamiakin HS	Misal Garcia, Prosser HS
Ella Freeman, Southridge HS	Moe Knox, Kamiakin HS
Emily Cox, Kamiakin HS	Savannah Acevedo, Southridge HS
Jennifer Crawford, Kiona-Benton City HS	Valentina Guerra, Pasco HS

The floor was opened for comments and questions, to which there were none.

7. Citizen’s Advisory Network (CAN) Report- None

8. Board Committee Reports

A. Operations & Maintenance Committee, RICK MILLER, Chair

CHAIRMAN WATKINS stated that no members of the Operations & Maintenance Committee are present. Minutes from the committee meeting are in the Board packet, and continued to the next Agenda Item.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair – CANCELLED

C. Administration & Finance Committee, STEVE BECKEN, Chair – CANCELLED

9. Consent Agenda (Any item is open for discussion at Board or Public Request)

A. Approval of February 8th, 2018 Board Meeting Minutes

B. Approval of March 3rd, 2018 Special Board Meeting Minutes

C. February Voucher Summary

February 2018 vouchers audited and certified by Ben Franklin Transit’s auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which was emailed to the Board members on March 2nd, 2018.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
502-18	79569	79592	2/2/2018	\$420,226.74	Payroll
503-18	79593	79613	2/16/2018	\$421,877.00	Payroll
Total				\$842,103.74	

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
115-18	67073	67120	2/2/2018	161,862.34	MDSE
116-18	67121	67127	2/6/2018	\$19,216.23	MDSE
117-18	67128	67128	2/8/2018	\$700.00	MDSE
118-18	67129	67182	2/9/2018	\$169,794.18	MDSE
119-18	ACH TRANS	-	2/16/2018	\$742,467.04	ACH TRANS
120-18	67183	67242	2/16/2018	\$187,766.65	MDSE
121-18	67243	67252	2/19/2018	\$84,547.87	MDSE
122-18	67253	67328	2/23/2018	\$236,581.21	MDSE
123-18	67329	67329	2/27/2018	\$247.47	MDSE
124-18	ACH TRANS	-	2/28/2018	\$164,730.68	MDSE

Total: \$1,767,913.67

Check register numbers 502-18 to 503-18 and 115-18 to 124-18;

In the total amount of: \$2,610,017.41

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. The floor was opened for comments and questions, to which there were none. He called for a motion to approve the Consent Agenda as presented.

ACTION: BOB KOCH made and RICHARD BLOOM seconded a motion to approve the Consent Agenda as presented.

(BFT Board Standing Committees Recommended Approval of Consent Items to the Full Board of Directors)

10. Action Items

- A. Resolution 08-2018 – A Resolution Authorizing the General Manager to Release Request for Proposals 1) Paratransit Contracted Services 2) Supplemental Contracted Services

Tony Kalmbach, Director of Planning & Service Development stated this is another step forward to further provide accessibility and meet the needs of our community as best as we can. Ben Franklin Transit (BFT) offers a variety of transportation services, including fixed route bus service, vanpools, demand response service (Prosser) and a door-to-door ADA Paratransit service known as Dial-A-Ride (DAR). Additionally, BFT utilizes two contracted services agreements to provide Paratransit Contracted Services and Supplemental Contracted Services (Feeder, Night, Sunday). These two contracts are currently held with The Arc of Tri-Cities and Tri-City Taxi respectively and both contracts will end on August 31, 2018.

The “scope of service” in both contracts have been updated to reflect the recent service changes in our system such as extended fixed route and paratransit service hours, and changes to both our feeder and night service. Contract changes also incorporate current industry best practices, BFT policy, and federal regulation. As per federal compliance BFT is mandated to make both contracts available to the public through a bid process.

Contract 1: Paratransit Contracted Services

The Paratransit Contracted Services is to non-profit agencies and taxi companies except for taxi companies which solely provide exclusive-ride services. This exception meets 5310 federal funding which is used to purchase vehicles for this contract. The non-profit Contractor will provide ADA Paratransit Services for ADA eligible boarding's to The Arc of Tri-Cities, Columbia Industries, Adult Day Services, and Goodwill. Eligible boarding's must be certified by BFT in accordance with the provisions of the Americans with Disabilities Act. BFT supplies the vehicles, vehicle insurance, fuel, and maintenance. The Contractor performs all work, furnishes all labor, supervision, necessary supplies, equipment, facilities, and other items of work and cost necessary for safe, reliable, efficient, and effective operations. This contract is expected to provide approximately 60 to 65 thousand boardings at an estimated cost of \$1.3 million annually (this contract saves BFT \$1.0 million plus).

Contract 2: Supplemental Contracted Services

Supplemental Contracted Services provide connections and services to our community outside regular service hours. Primary users include customers needing mobility for non-traditional workhours, night classes, evening medical appointments, etc. These services are listed below. This contract is expected to provide approximately 64 thousand boarding at a cost of \$1.2 million annually.

- Fixed Route Connector (Feeder Service)

Connector service provides access to our fixed route service to those beginning one mile and up to four miles beyond a fixed route. Riders travel from a designated Feeder stop to the closest local or intercity bus stop. Hours of service are Monday through Friday 6:00 am to 8:00 pm, with last trips scheduled at 7:30 pm. Saturday service hours are 7:00 am to 7:00 pm with last trips scheduled at 6:30 pm.

- Connector Plus (Night and Sunday Service)

Connector Plus service is available outside of BFT fixed route service hours. This service operates Monday through Saturday 8:30 pm with last trips at 12:00 am and Sunday 7:30 am with last trips at 6:00 pm anywhere within BFT's Public Transportation Benefit Area (PTBA). Connector Plus is curb to curb service; door to door is available for those with mobility limitations.

Per Board approval, staff will release the RFP's following state and federal procurement guidelines seeking a contractor or contractors who can meet the qualifications of each RFP. It is expected that staff will return to the Board in June seeking award approval. Mr. Kalmbach opened for questions. A brief discussion was held.

CHAIRMAN WATKINS opened the floor for questions and comments. He then called for a motion.

ACTION: RICHARD BLOOM moved and BOB KOCH seconded a motion to approve Resolution 08-2018 – A Resolution Authorizing the General Manager to Release Request for Proposals 1) Paratransit Contracted Services 2) Supplemental Contracted Services

CHAIRMAN WATKINS opened the floor for any public comment on the matter.

Justin Krum, Director of Client Services with Columbia Industries, stated that his agency is served by both contracts. His background includes a long history of freight and transportation management, included serving as the manager of the ARC Contract at one time. With both first-hand experience and unique perspective as one of the agencies that serve the hundreds of people who benefit from the subscription services of these contracts. Mr. Krum stated that he feels strongly that Ben Franklin Transit has provided exceptional Dial-A-Ride service which provided good and complete access to programs that are necessary to the success of its riders. He further commented on the challenges associated with delayed schedules, standard public transportation-use and issues for person of disabilities. Additionally, he stated that the ARC offers even a further layer of assistance in the fact that drivers have immediate access to case managers as issues arise. The keen understanding and use of things they have access to, they're (the drivers) able to provide help, even in a way perhaps Dial-A-Ride is unable to. The drivers of the ARC have a special capacity they have proven and can provide. Krum continued to ask how is the RFP structured in a way to weight the expertise and "specialty-care" that a Paratransit contractor, such as the ARC can offer? Is it weighted appropriately so that it is both fiscally-responsible but fair and beneficial for its riders. He again, thanked BFT for their consistent and wonderful services.

CHAIRMAN WATKINS asked Tony Kalmbach for his thought on the request for proposal, is it structured in a way to address elements such as technology and the concerns stated by Mr. Krum?

Tony Kalmbach stated that the RFP is asking our community members to provide the same service that Dial-A Ride provides. Additional discussion was held on the matter. Gloria Boyce encouraged Mr. Krum to review the RFP, upon release, to understand the customer service requirements associated with the Dial-A-Ride services as provided by BFT. CHAIRMAN WATKINS agreed and encouraged those interested to review the RFP documents upon release.

DIRECTOR BLOOM inquired if the decision on award will be decided upon price alone. Rob Orvis, Procurement Manger, outlined the 4-5 categories this RFP will be evaluated upon.

Gloria Boyce stated for the record that pre-bid meetings will be held in advance and invited those interested to attend.

Melinda French, Director of Trios Adult Day Service, stated that 98% of her program's clients utilize Paratransit contracted services to get to and from the Adulty Day Services. She asked, if able to take into consideration the clients this service will be servicing.

Gloria Boyce, reiterated that our Dial-A-Ride drivers provide a significant chunk of this service, it is not exclusively provided by the Paratransit contractors and they do an outstanding job in considering individual needs.

Tracey Bronson, Dial-A-Ride Driver, stated that drivers are trained and understand the process needed to best accommodate their clients. She stated as a unit, the Dial-A-Ride drivers care about their clients and work hard to do what is right for the client.

Norma Nelson, Dial-A-Ride Drive and Non-Voting Union Representative, stated that the staff in Dial-A-Ride have a heart for these clients and have a very low turnover because they do care so deeply.

Mr. Jeff Young, Resident of Rancho Reata, stated that his son has wonderful experiences with Dial-A-Ride, but he is simply concerned for the effects on clients if there is a change.

Mrs. Joan Young, Resident of Rancho Reata, stated that it is beneficial for those affected to be able to comment, and that while small in percentage and large in need, they so appreciate the services being offered.

CHAIRMAN WATKINS redirected those in attendance back to the action item on the agenda, which is to release a request for proposals to provide contracted services. He thanked Rob Orvis for his insight on the matter and weighting. He then called for any final thoughts.

Ken Gosney, Director of Goodwill, clarified that the concern is not with the Dial-A-Ride drivers. The concern is with an outside entity coming in without the heart or training currently present, and what that might do to the current clientele if focused solely on the dollar.

CHAIRMAN WATKINS opened the floor for questions and comments to which there were none. With a motion and second on the floor, he called for a vote. MOTION CARRIED UNANIMOUSLY.

Tony Kalmbach, Director of Planning & Service Development stated for the record, the scope of service outlines several pages of driver requirements that and service provider submitting a proposal must meet. CHAIRMAN WATKINS asked where on might find that document. Rob Orvis, Procurement Manager, stated it will be posted locally, nationally, available hard copy at BFT offices, and can be sent electronically if preferred.

Gloria Boyce, stated she will contact each of the three directors following the meeting.

11. Discussion/Information Items - None

12. Staff Reports & Comments

A. Legal Report

Patrick Roach, Legal Counsel, stated there is no new legal report but there will be an Executive Session for approximately thirty (30) minutes pursuant to RCW 42.30.110 (g) reviewing the performance of a public employee.

B. Financial Report

Kevin Hebdon, Director of Administrative Services, stated operating revenues through January are on track, operating expenditures are trending under budget. Treasurers' report included February information: deposits are secure, reserve funds are accounted for. Other PTBA and Sales Tax information were provided. Financials were included in the Board packet.

C. General Manager's Report

Gloria Boyce, General Manager, provided the Board with a review of this month's notable topics:

Welcome to our Alternate Kennewick Board member, Bill McKay.

Please welcome two new executives to Ben Franklin Transit:

- Ken Hamm, Director of Transit Operations began January 25th and brings a wealth of experience and knowledge to our team with more than 40 years of experience in public transportation. He began his career in transit as a Bus Operator, and eventually serving in the General Manager position for two agencies. His understanding of daily operations and his collaborative leadership style will be a valuable asset to BFT. Mr. Hamm has worked with Lane Transit, Link Transit, Kitsap Transit, Summit Stage and Metro Transit.
- Ali Madison, Director of Marketing and Customer Service began February 12th. Ali brings over sixteen years of marketing and communication experience within our community which will greatly enhance our "new service" public outreach campaign. Most recently, she has won the 2014 Double Healthcare Advertising Merit Award for Direct Mail Newsletter and Service Brochure Series, the Gold Aster Award for Direct Mail Newsletter, and the Triple Gold Quill Award for Communication Management, International Association of Business Communicators in the categories of Brand Communication, Change Communication, and Multi-Audience Communication. Ms. Madison comes from Trios and is excited to continue her work in public service at BFT. She recently returned from APTA's Marketing and Communications Seminar where she had the opportunity to be introduced to Transit Marketing at a national level.

Please join me in welcoming both Ken and Ali as they acclimate to their roles, the agency and staff.

1. Governmental Affairs Update

a. Federal:

- i. Today – Continuing Resolution in place through March 23rd
- ii. Director Bloom Ali, and myself depart for Washington DC next week and look forward to attending APTA's Legislative Conference. On your dais tonight is our final Legislative Brochure. Federal Ask is the continued support of 5307 and 5339 funding and the support of a transit friendly infrastructure package.

b. State:

- i. Today, was the last day of the legislative session. There are no damaging transit-related bills.
- ii. It was announced yesterday that Judy Clibborn, long time House Transportation Chair will not seek re-election. Speaker Chopper stated that *"In her role as chair of the Transportation Committee, she has crafted budgets that created tens of thousands of public works jobs, improved our roads and highways, invested in transit, and kept our freight systems functioning."*

- c. Locally:
 - i. On 2/28 Staff met with WSTA to begin initial planning for the State-wide Roadeo and Public Transportation Conference which will be held at the Three Rivers Convention Center in August. More details to come.
 - ii. This morning (3/8) we met with Lori Lancaster of the Benton Franklin Fair to plan our 2018 service. In our third year, we continue to refine operational elements.
 - iii. Late last month, Jerry and I attended APTA's CEO Conference. Three areas of focus this year:
 - 1. Leadership and Policy Development
 - 2. The Future of Mobility: Developing an Implementation Action Plan
 - 3. Enterprise Risk Management: Funding, Safety, and Cyber Security: A CEO's Primary Responsibility

2. Operations

- a. Provided status update on last month's public comments from Rick Fluharty
- b. All operations continued to run smooth this month.
- c. Our 13 new buses started production February 26th and are scheduled to be complete by March 23rd and in service by the end of April. Also in April, we will begin to receive 35 DAR vans.
- d. CAN will provide an update at the next Board meeting.

Ms. Boyce closed her report opened for questions to which there were none.

Upcoming Board Calendar

Operations and Maintenance Committee

April 4th, 2018
BFT Room 360A – 12:30 PM

Planning and Marketing Committee

April 4th, 2018
BFT Room 360A – 4:00 PM

Administration and Finance Committee

April 5th, 2018
BFT Room 360A – 4:30 PM

Board Meeting

April 12th, 2018
BFT Board Room – 7:00 PM

Citizen's Advisory Network (CAN) Meeting

April 9th, 2018
BFT Board Room – 6:00 PM

13. Board Member Comments

- A. NORMA NELSON –
 - i) Thank you to those who came this evening to share your comments.
- B. LISA STADE – No Report.
- C. BOB KOCH – No Report.
- D. CHAIRMAN MATT WATKINS – No Report
- E. RICHARD BLOOM – No Report.
- F. BILL McKAY – Kennewick alternate and new council member.

14. Next Meeting:

Regular Board Meeting – Thursday, April 12th, 2018 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

15. Executive Session – Pursuant to RCW 42.30.110

CHAIRMAN WATKINS asked Pat Roach, Legal Counsel how long Executive Session was anticipated. Pat Roach stated thirty (30) minutes continuing that Executive Session would occur under RCW 42.30.110 section (1) subsection (g) reviewing performance of a Public Employee. Mr. Roach stated that it is 8:10 p.m. and should conclude at approximately 8:40 p.m. At 8:40 p.m.. Legal Counsel announced that Executive Session would be extended for approximately thirty (30) minutes. At 9:07 p.m. those still in attendance were invited into the Board room. Regular meeting re-convened.

CHAIRMAN WATKINS opened the floor for questions, comments or further business.

1A. ACTION: BOB KOCH moved and RICHARD BLOOM seconded to Accept and Adopt the March 3rd Kenbrio Consultant Final report from David Mercier

1B. ACTION: BOB KOCH moved and RICHARD BLOOM seconded to Accept and Adopt the 2018 General Manager Goals & Performance Objectives as proposed

CHAIRMAN WATKINS opened the floor for discussion to which there was none, MOTION CARRIED UNANIMOUSLY.

2. ACTION: BOB KOCH moved and BILL McKAY seconded a motion to approve a 3% annual increase in salary for the General manager for each period September 1, 2017 through March 24, 2018 and March 25th, 2018 through the contract year.

CHAIRMAN WATKINS opened the floor for discussion to which there was none, MOTION CARRIED UNANIMOUSLY.

3. ACTION: BOB KOCH and RICHARD BLOOM seconded a motion to Approve adjustment to move the General Manager's accrued general leave to .15385 per hour effective retroactively to January 1st, 2018.

CHAIRMAN WATKINS opened the floor for discussion. BILL McKay stated that he cannot support that rate as it is so far out of line with private sector. LISA STADE stated that she has a hard time adopting that at the highest level and extending it further from 34 to 40 days per year.

BOB KOCH asked if the currently received time off includes both vacation and sick leave.

Gloria Boyce, stated that effective January 1st, it is 34 days of vacation and sick leave. CHAIRMAN WATKINS asked which holidays are observed by BFT. Gloria Boyce stated six (6): New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.

CHAIRMAN WATKINS asked Clerk of the Board, Amanda Para to conduct a Roll Call Vote:

ROLL CALL VOTE:

KENNEWICK (BILL McKay): NO
WEST RICHLAND (RICHARD BLOOM): AYE
PASCO (MATT WATKINS): AYE
FRANKLIN COUNTY #1(BOB KOCH): AYE
BENTON CITY (LISA STADE): NO

MOTION CARRIED with three (3) vote in favor and two (2) against.

16. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 9:15 p.m.

Meeting recorded by:
Amanda Para, Clerk of the Board
March 8th, 2018